

[Your Name]
[Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager Name]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Closure of Depository Account No: [Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my depository account held at your branch, effective immediately. The details of the account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Savings/Checking]

The reason for this request is my permanent domestic relocation to [New City/State], which makes it inconvenient for me to maintain and operate this account.

I request you to transfer the remaining balance in the account, including any accrued interest, to my new account via [Wire Transfer/Check]. My new account details/mailling address are as follows:

- New Address: [Your New Address]
- Payable To: [Your Full Name]

I have enclosed my unused checkbooks and debit cards associated with this account for disposal. Please provide a written confirmation or a closure certificate once the process is complete.

Thank you for your assistance and the services provided during my time as a customer.

Sincerely,

[Signature]
[Your Printed Name]